

STATE OF VERMONT
Agency of Administration

POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL	ORIGINAL POLICY ADOPTED BY IRMAC DATE: 02/09/98	ORIGINAL POLICY NUMBER
	EFFECTIVE DATE 02/09/98	IDENTIFIER

STATUTORY REFERENCE OR

OTHER AUTHORITY: **IRMAC Resolution**

APPROVAL DATE: **February 9, 1998**

APPROVED BY: **IRMAC**

POLICY TITLE: **Use of *Microsoft Office* Desktop Suite**

POLICY STATEMENT:

- 1) The acquisition and migration to the *Microsoft Office* desktop suite is encouraged when departments are seeking to replace existing desktop application software which includes word processors, spreadsheets and e-mail;
- 2) State contracts will continue to carry existing desktop products for a period of at least three years from the date of this standard;
- 3) Submissions to the *Information Technology Five-Year Plan* should contain a specific timetable and budget for conversion to the *Office* desktop suite.
- 4) Agencies which implement statewide applications, such as the Human Resources Management System and the Financial Management Information System, will take the standard desktop platform into consideration when making decisions on client/server platforms.

PURPOSE:

The intention of this policy is to provide a standardized set of desktop applications such that: (1) planning for statewide business applications such as the Human Resource Management System and the Financial Management Information System can plan for a uniform and consistent platform with which to integrate desktop access; (2) agencies can make cost-effective decisions for desktop computing with the knowledge and assurance that statewide applications will utilize the same platform.

COMMENT:

Agencies are responsible for ensuring access to public records which were created using legacy systems.

FINAL